WORKFORCE DEVELOPMENT

SPRING 2022 CATALOG

HORRY
GEORGETOWN
TECHNICAL COLLEGE
WORKFORCE DEVELOPMENT

WORKFORCE DEVELOPMENT

What is Workforce Development?

Workforce Development is an opportunity to obtain valuable knowledge and skills for career enhancement or personal enrichment.

Workforce Development encompasses noncredit courses that do not count toward a degree. Many Workforce Development courses however, prepare you for industry-recognized licensure and certifications. Successful completion of these courses earns continuing education units (CEU's) for the student. For more than 50 years, HGTC has provided area business & industry training programs that build a skilled workforce–from manufacturing to the medical field to our culinary and hospitality meccas and more.

CUSTOMIZED TRAINING: For companies interested in workforce development, we offer fully customized courses that are developed and designed to strengthen your teams, motivate your employees and help your business succeed. We can offer the training at our college or bring it to you, on-site, to help save you time and money.

CAREER ENHANCEMENT: For those workers who are interested in advancing in their careers or possibly pursue new opportunities, we offer a wide variety of classes that can help. Many of our programs lead to national certifications.

PERSONAL ENRICHMENT: Lifelong learners are motivated to learn because they want to. Our personal enrichment classes are fun and can lead to personal development and a more active and social lifestyle. Our courses include photography, computers, sewing, cooking, genealogy and more.

Campus Location Key
GS: Grand Strand Campus, 743 Hemlock Avenue, Myrtle Beach, SC 29577
GTW: Georgetown Campus, 4003 South Frasier Street, Georgetown, SC 29440
CON: Conway Campus, 2050 East Highway 501, Conway, SC 29526
CCAR: Fortune Academy, 951 Shine Avenue, Myrtle Beach, SC 29577
INT: Online
OFF: Call for location

STATEMENT OF EQUAL OPPORTUNITY/NON-DISCRIMINATION STATEMENT

Horry-Georgetown Technical College shall not discriminate in employment or personnel decisions or in student admissions or in student decisions, or in all other segments of the College community on the basis of race, color, sex, national or ethnic origin, age, religion, disability, marital or family status, veteran status, political ideas, sexual orientation, gender identity, or pregnancy, childbirth, or related medical conditions, including, but not limited to, lactation in the educational programs and activities which it operates, and the College is prohibited from discrimination in such manner by applicable laws. Practices and requirements for nondiscrimination extend to the enrollment of students in programs and activities of the College and employment by the College.

Employee and applicant inquiries concerning the federal laws and their application to the College may be directed to Jacquelyne Snyder, Vice President, Human Resources and Employee Relations, Title IX Coordinator & the College's Affirmative Action/Equal Opportunity Officer, Horry-Georgetown Technical College, PO Box 261966, Conway, SC 29528-6066, 843-349-5212, Jacquelyne.Snyder@hgtc.edu.

Student and prospective student inquiries concerning the federal laws and their application to the College or any student decision may be directed to Dr. Melissa Batten, Vice President, Student Affairs, Title IX, Section 504, & Title II Coordinator Horry-Georgetown Technical College, PO Box 261966, Conway, SC 29528-6066, 843-349-5228, Melissa.Batten@hgtc.edu.

Please note: While every reasonable effort has been made to ensure the accuracy of the information contained herein, absolute accuracy cannot be guaranteed. HGTC is not responsible for typographical errors or inaccurate data. Dates, times, locations, and costs may vary. For the latest, most accurate information, please call 843-477-2020 or visit hgtc.edu/jobtraining.

Call 843 477 2020 or 843 349 5363 for Class & Registration Information • hgtc.edu/jobtraining

HGTC CONFERENCE & BUSINESS CENTER

The HGTC Conference & Business Center offers flexible-use meeting space for rent to the public. Rooms include training classrooms and the Thomas C. Maeser Auditorium, a 3,552-square-foot auditorium that accommodates small- to medium-sized educational functions.

Horry-Georgetown
Technical College
950 Crabtree Lane
Myrtle Beach, SC 29577
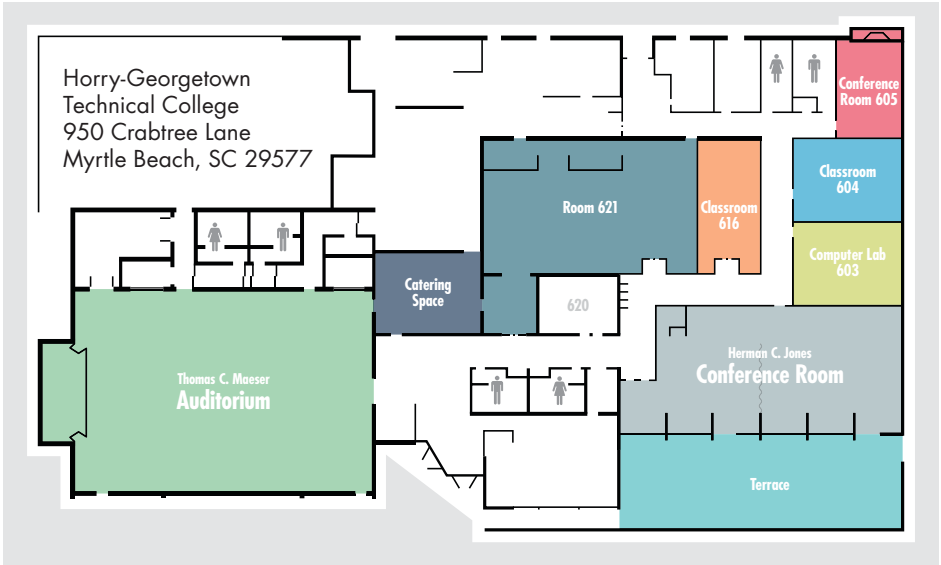
	Room	Square Footage	Setup	Seats	Social Distancing If Requested
1	Catering Space	485	Catering Open Space	N/A	N/A
2	Classroom 604	520	Classroom Seating	28	15
3	Classroom 616	392	Classroom Seating	13	6
4	Computer Lab 603	572	Classroom Computer Lab	16	8
5	Conference Room 605	350	Conference Room	8	4
6	Room 621	2,144	Multi-Purpose Style Seating	68	34
7	Herman C. Jones Conference Room	2,304	Open Space	45	22
8	Herman C. Jones Conference Room	2,304	Classroom (Long Tables)	45	22
9	Terrace	1,224	Open Space	TBD	TBD
10	Thomas C. Maeser Auditorium (642)	3,552	Open Space	400	200
11	Thomas C. Maeser Auditorium (642)	3,552	Classroom (Long Tables)	150	75
12	Thomas C. Maeser Auditorium (642)	3,552	Theater (Chairs Only)	250	125
13	Thomas C. Maeser Auditorium (642)	3,552	Banquet (Round Tables)	200	100

To schedule an event, for pricing, or for additional information, contact **HGTC Workforce Development** at **843-477-2042** or **WDinfo@hgtc.edu**.

It is recommended that students register at least one week prior to class start date to avoid class cancellation.   **1**

ALLIED HEALTH

CLINICAL MEDICAL ASSISTANT LECTURE
Prerequisites: Medical Terminology, Anatomy & Physiology I. Clinical Medical Assistants work in physicians' offices where they may prepare the patient for examination, administer oral medications, assist healthcare providers during clinical procedures, adhere to HIPAA regulations, and document medical information. Course work includes 140 hours of classroom lecture. 2-Step PPD, stethoscope and textbooks/workbook will be at your own expense. Students will sit for the National Health Career Association Certified Clinical Medical Assistant exam which is included in tuition.

CERTIFIED MEDICAL ASSISTANT ONLINE
Clinical medical assistants are skilled multi-taskers who help to maximize the productivity of the healthcare team. Medical assistants enable a healthcare facility to operate more efficiently, which increases revenue and provides a positive experience for patients. In this course, you will learn medical terminology, medical law and ethics, HIPAA rules, scheduling systems, patient check-in and check-out, contents of a medical record, anatomy, pathophysiology, pharmacology, nutrition, phlebotomy theory, injections, and routine treatment and laboratory duties. You will also learn medical terms and their application. You'll start by learning the origins of medical words and how to recognize prefixes and suffixes used in medical terminology. Then you'll learn about the body as a whole and how to differentiate cells, tissues, organs, systems, and cavities. Next, you'll learn to define and describe the function of each system of the human body. This knowledge will help you take the next step in your medical career or education. You will be also able to take the Certified Clinical Medical Assistant (CCMA) national certification exam offered by National Healthcareer Association (NHA). This course includes a voucher which covers the fee of the exam.

CERTIFIED NURSING ASSISTANT HYBRID (C.N.A.)
This is a comprehensive training program for individuals who desire to become a certified nurse aide for long-term care facilities. Students who successfully complete both the classroom and clinical training will be eligible to take the South Carolina Nurse Aide Certification Exam (at an additional cost). This course includes an online lecture component as well as in classroom skills days. Skills days will be held the Adult Education Center. Limited enrollment.

ELECTRONIC HEALTH RECORDS CEHR
ONLINE 6-month course – Electronic health record specialists are critical in today's healthcare environment, where timely access to accurate patient records is vital to the safety and treatment of patients. This course teaches the skills required to become a certified electronic health record specialist (CEHRS) through the National Health careers Association (NHA), including charting, HIPAA compliance, electronic health record management, and insurance and billing. You will be prepared to work on a health information management team, auditing records, compiling reports for patient tracking, and coordinating the systems that keep our healthcare facilities operating.

VETERINARY ASSISTANT LECTURE
This program prepares you to work as a Veterinary Assistant. You will learn receptionist duties, medical terminology, laboratory procedures, and how to relate to clients. Students will also learn correct restraint positions for various procedures, basic anatomy, genetics, reproduction, aging, understanding prescriptions, and varying forms of sterilization.

Upon completion of the program, you will qualify for an entry-level position as a veterinary assistant. Course consists of 80 hours of lecture and 30 hours of externship. Dates below DO NOT include externship. Externship hours may vary based on facility availability. *Textbook included.*

Course Number/Name	Days	Dates	Times	Campus	Tuition
3002 Clinical Medical Assistant Lecture	FS	2/11 - 5/7/2022	5:30 pm-9:30 pm 9:00 am-5:00 pm	GS	$1,899
2069 Clinical Medical Assistant Online		1/3 - 4/30/2022	Self-Paced	INT	$3,999
3020 Clinical Medical Assistant Online		3/1 - 7/31/2022	Self-Paced	INT	$3,999
2137 Certified Nursing Asst. Hybrid		1/10 - 2/4/2022	Self-Paced	INT	$1,600
2138 Certified Nursing Asst. Hybrid		2/7 - 3/4/2022	Self-Paced	INT	$1,600
2139 Certified Nursing Asst. Hybrid		3/7 - 4/1/2022	Self-Paced	INT	$1,600
2140 Certified Nursing Asst. Hybrid		4/4 - 4/29/2022	Self-Paced	INT	$1,600
2071 Electronic Health Records CEHR		1/3 - 4/30/2022	Self-Paced	INT	$3,500
3022 Electronic Health Records CEHR		3/1 - 7/31/2022	Self-Paced	INT	$3,500
2028 Veterinary Assistant Lecture	TR	1/4 - 4/5/2022	6:00 pm-9:00 pm	GS	$1,300

BLS-CPR FOR HEALTHCARE PROVIDER/AED

This is an American Heart Association 5-hour cardiopulmonary resuscitation and AED course for healthcare providers. Textbook and CPR mask required and will be at your own expense. Limited enrollment.

Course Number/Name	Days	Dates	Times	Campus	Tuition
2233 BLS CPR HC Provider	S	2/19 - 2/19/2022	9:00 am-2:00 pm	GS	$105
2234 BLS CPR HC Provider	S	3/12 - 13/12/2022	9:00 am-2:00 pm	GS	$105
2235 BLS CPR HC Provider	S	4/16 - 4/16/2022	9:00 am-2:00 pm	GS	$105
3095 BLS CPR HC Provider	S	5/21 - 5/21/2022	9:00 am-2:00 pm	GS	$105

ONLINE ALLIED HEALTH COURSE OFFERINGS

Course Number/Name	Dates	Times	Campus	Tuition
2070 CPC Medical Billing Coding	1/3 - 4/30/2022	Self-Paced	INT	$3,500
3021 CPC Medical Billing Coding	3/1 - 7/31/2022	Self-Paced	INT	$3,500
2072 Pharmacy Technician Online	1/3 - 4/30/2022	Self-Paced	INT	$3,500
3023 Pharmacy Technician Online	3/7 - 7/31/2022	Self-Paced	INT	$3,500
2189 ACE Personal Trainer with Fitn	1/1 - 4/30/2022	Self-Paced	INT	$3,500
2190 ACE Personal Trainer with Fitn	2/1 - 4/30/2022	Self-Paced	INT	$3,500
2191 ACE Personal Trainer with Fitn	3/1 - 4/30/2022	Self-Paced	INT	$3,500
2192 ACE Personal Trainer with Fitn	4/1 - 4/30/2022	Self-Paced	INT	$3,500
3092 ACE Personal Trainer with Fitn	5/1 - 7/31/2022	Self-Paced	INT	$3,500
3093 ACE Personal Trainer with Fitn	6/1 - 7/31/2022	Self-Paced	INT	$3,500
3094 ACE Personal Trainer with Fitn	7/1 - 7/31/2022	Self-Paced	INT	$3,500
2067 Medical Terminology — Online	1/12 - 3/14/2022	Self-Paced	INT	$120
2068 Medical Terminology — Online	2/9 - 4/11/2022	Self-Paced	INT	$120
3018 Medical Terminology — Online	3/16 - 5/16/2022	Self-Paced	INT	$120
3019 Medical Terminology — Online	4/13 - 6/13/2022	Self-Paced	INT	$120
2063 Anatomy & Physiology 1 — Online	1/12 - 3/14/2022	Self-Paced	INT	$120
2064 Anatomy & Physiology 1 — Online	2/9 - 4/11/2022	Self-Paced	INT	$120
3016 Anatomy & Physiology 1 — Online	3/16 - 5/16/2022	Self-Paced	INT	$120
3017 Anatomy & Physiology 1 — Online	4/13 - 6/13/2022	Self-Paced	INT	$120

BUSINESS & LEADERSHIP

ACCOUNTING FUNDAMENTALS
ONLINE COURSE. In this comprehensive course, you will learn the basics of double-entry bookkeeping, as well as how to analyze and record financial transactions. You will get hands-on experience with handling accounts receivable, accounts payable, payroll procedures, sales taxes, and various common banking activities. Accounting Fundamentals covers all the bases, from writing checks to preparing an income statement and closing out accounts at the end of each fiscal period. Whether you're a sole proprietor looking to manage your business finances, or you simply want to gain an understanding of accounting basics for career advancement or for personal use, this course will give you a solid foundation in financial matters.

ACCOUNTING FUNDAMENTALS II
ONLINE COURSE. While it is true that accounting professionals are scarce, those with corporate accounting experience are even scarcer. This course will provide you with a solid understanding of corporate accounting practices. In Accounting Fundamentals II, you will explore such topics as special journals, uncollectible accounts receivable, plant assets, depreciation, notes and interest, accrued revenue and expenses, dividends, retained earnings, and various financial reports for corporations. If you're interested in increasing your financial awareness and accountability while also gaining a marketable skill, this is the course for you.

ADMIN ASSISTANT FUNDAMENTALS
ONLINE COURSE. Discover how time management, accounting, business law, organizational behavior, and management affect administrative assistant responsibilities and activities. Learn the basics of accounting, including the general ledger and key accounting terms, and see how financial statements and controls help keep your organization moving in a positive direction. Understand the fundamentals of business law, contracts, and the principal-agency relationship; discover ethics and organizational politics; and understand the basics of human resources management. Also, discover key management functions such as planning, control, motivation, and organization, discover how to increase creativity. Plus, find out how marketing differs from sales and learn the basics of operations management. This course may help you prepare for the internationally recognized Certified Administrative Professional® (CAP®) exam offered by the International Association of Administrative Professionals® (IAAP®). Note: This course is not affiliated with, nor has it been endorsed by, the International Association of Administrative Professionals® (IAAP®).

GRANT WRITING A-Z

A to Z Grant Writing is an invigorating and informative course that will equip you with the skills and tools you need to enter the exciting field of grant writing! You'll learn how to raise needed funds by discovering how and where to look for potential funders who are a good match for your organization. You'll also learn how to network and develop true partnerships with a variety of funders, how to organize a successful grant writing campaign, and how to put together a complete proposal package. This course speaks mainly to nonprofit organizations, schools, religious institutions, and municipalities seeking grants from foundation, corporate, government, and individual donors. It's also an excellent primer for individuals wishing to become grant writing consultants or community grant writing volunteers. Many of this course's elements also easily translate to the for-profit field and to individual artists, and material specifically designed for businesses and individuals is included. No matter who you are or what level of experience you have, you'll find the A to Z of writing and submitting successful proposals here!

GRANT WRITING A-Z 2

Are you ready to continue your journey into the world of grants? You will learn how to create a fundraising plan for all types of grant-makers. In addition, you will explore websites for finding and reviewing corporate, foundation, and government grant funding opportunities and grant application guidelines. You will go through every aspect of strategic funding research, preparing a fundraising plan, writing an award-winning plan of operation, and creating a project budget without red flags. Then you will journey into the world of grants available for your projects. The excitement will build when you discover just how many funding opportunities are available. You will see grants for arts and humanities, education, medical, science and agriculture, human services, and corporate foundation grants. You will also explore new grant-writing trends and what to do when you're notified of a grant award or a grant rejection. Don't worry, there's a plan to implement for future grant seeking success if you don't get your project funded.

HR PROFESSIONAL WITH PAYROLL PRACTICE AND MANAGEMENT

SCHOLARSHIPS AVAILABLE. Human Resources Professional with Payroll Practice and Management is an Online 12 month self-paced 220 hour class. Virtually every organization has a human resources department, so skilled HR professionals are always in demand. Human Resources Professional with Payroll and Practice Management will help you gain the essential skills and certifications you need for a role in any HR department. The Human Resources Professional course will prepare you for the HCRI's Professional in Human Resources (PHR) certification exam. You will gain industry-recognized skills that align with the Human Resource Certification Institute (HCRI) and the Society for Human Resource Management (SHRM). Payroll is a vital extension of most human resource departments. The Payroll Practice and Management course covers all critical areas of payroll administration and management. You will gain an understanding of the major components of the state labor code in your chosen state. Software Requirements: PC: Windows 8 or later. Mac: macOS 10.6 or later. Browser: The latest version of Google Chrome or Mozilla Firefox are preferred. Microsoft Edge and Safari are also compatible. Adobe Acrobat Reader. Software must be installed and fully operational before the course begins. The instructional materials required for this course are included in enrollment and will be shipped to you approximately 7-10 business days after enrollment.

HUMAN RESOURCES MANAGEMENT

Online Course No matter what our role is in an organization, we are all affected by human resources. We are also affected by how successful our organization is in competing in the global marketplace as well as how we can increase profits, have a high rate of success and be an employer of choice. This 3 course Human Resource Management Suite includes Understanding the Human Resources Function, Talent and Performance Management, and High-Performance Organization which targets the critical areas of an organization: First, we will discuss understanding human resources. This will help people without experience in human resources to understand the importance of this field. It will prepare both managers and business owners how to handle the basic human resource functions to ensure the best possible result.

HUMAN RESOURCES MANAGER

Online Self-Paced 12-month class. The Human Resources Manager series will provide you with the essential knowledge you need to manage and lead others. By the end of the course, you will also have mastered the skills you need to prepare to take the Professional in Human Resources (PHR) certification exam. The Human Resources Professional course will prepare you for a career in human resources. This course explores the foundational aspects of HR, including human resource laws, hiring disciplines, and labor relations. You will learn industry-recognized practices that align with the Human Resource Certification Institute (HRCI) and the Society for Human Resource Management (SHRM). By the time you finish the course, you will be equipped to start your career in this growing field. Additionally, you will be prepared to take the HRCI's Professional in Human Resources (PHR) certification exam. The PHR certification recognizes that an individual holds the knowledge and experience needed to excel in human resource management. You will also learn information useful for sitting for certification exams taken at more advanced stages in a human resources career, including the SHRM's Certified Professional exam and the HRCI's Associate Professional Human Resources exam. The Management Training Online course is perfect for anyone who wants to learn the basics of business and management, including business owners and entrepreneurs. The Management Training Online course consists of 12 separate modules designed to provide you with the vital information you need for success in the business world. You'll gain an understanding of financial and accounting terms, effective negotiation strategies, the marketing process, employment law, compliance and regulatory requirements, and licensing, permits, and taxes. You'll also learn about the seven management disciplines that are essential to success. If you're thinking of starting a business or pursuing an MBA, you'll learn the essentials here.

HUMAN RESOURCES SENIOR MANAGER

Online Self-Paced 12-month and 480-hour class. Learn all about Human Resources and the essentials of Management Training in this bundle of courses. If you are already working in HR, this course will prepare you to move to higher levels, such as becoming an HR Manager. Alternatively, if you've been out of HR for a while, this course will help refresh and prepare you to re-enter the field. In addition to knowing all the essentials of HR, the online Management Training course is the perfect next step for anyone who wants to learn business and management basics. In the Senior Professional in Human Resources course, you will learn about five functional areas of HR: Business Management and Strategy, Workforce Planning and Employment, Human Resource Development, Compensation and Benefits, Employee and Labor Relations, and Risk Management. This knowledge will prepare you for the Senior Professional Human Resources certification (SPHR) administered by the Human Resources Certification Institute (HRCI). You will also be ready for the Senior

Certified Professional (SHRM-SCP) through the Society for Human Resources Management (SHRM). The SPHR exam, or the SHRM-SCP exam, is a critical step to move up in Human Resources. These exams measure your strategic abilities and your ability to join HR processes into the organization's big picture. The Management Training online course is perfect for business owners, entrepreneurs, and anyone who wants to learn business and management basics. It consists of 12 separate modules geared toward providing you with the vital information you need. You'll gain an understanding of financial and accounting terms, successful negotiation strategies, the marketing process, employment law, compliance, and regulatory requirements, and licensing, permits, and taxes. You'll also learn about the seven management disciplines that are essential to your success.

PMP COMPLETE PROJECT MANAGER

SCHOLARSHIPS AVAILABLE. ONLINE Self-paced class. The Complete Project Manager with Microsoft Project 2016 is a 9-month course (please note the end dates listed are not correct; count 9 months from the start of the course to get the end date); 310 course hours, this comprehensive program provides you with a thorough understanding of project management by combining the Essentials of Project Management with Mastering Project Management programs together. The Essentials of project management provides a foundation of project management concepts and terminology. The Mastering program focuses on specific advanced topics and takes an in-depth look with some hands-on assignments and exercises. With Project, you'll apply the project management scheduling concepts learned utilizing one of the most popular project scheduling software tools. It truly is a very comprehensive program. This is combined program (*bundle*) consisting of the Essentials of Project Management, Mastering Project Management and Microsoft Project 2016 courses. This program is based on the current Guide to the Project Management Body of Knowledge (PMBOK® Guide), which establishes the international standard regarding the project management discipline. It aligns with PMI's Talent Triangle® and is also eligible for Professional Development Units (PDUs) for PMP® or other project management certifications. You'll gain a thorough understanding of how to apply project management concepts. You will learn about project selection, developing project strategies, creating a schedule model, stat using and forecasting, project recovery, and more. You'll explore how to automate the estimating and scheduling components utilizing Microsoft Project. You'll learn how to plan out your work and keep projects on track and you'll gain confidence and competency through hands-on practice exercises. This program meets or exceeds the educational requirements for those interested in the Project Management Professional PMP.

PROFESSIONAL BOOKKEEPING WITH QUICKBOOKS

SCHOLARSHIPS AVAILABLE. Self-paced online class that is 200 hours/12 months. Professional Bookkeeping with QuickBooks Online with Payroll Practice and Management (Voucher Included) This online course bundle covers all the essential areas of bookkeeping and payroll management. The key to overseeing a company's finances is knowing how to balance books, track finances, and administer pay. These responsibilities may fall to one professional well-versed in both disciplines for many small businesses today. You will first learn how to utilize QuickBooks Online for everyday bookkeeping situations, such as running general ledger reports, working with the chart of accounts, managing inventory. You will then put all those principles into practice, entering and tracking your finances while having all the advantages of computing in the cloud so that your files will be available to you virtually anytime, anywhere. You will then learn the principles of payroll management. Payroll Practice and Management provides a foundation for classifying workers, calculating overtime pay, and overseeing payroll functions. But there is more to payroll than calculating gross wages—you will also learn to manage year-end forms, which rely on your bookkeeping skills. Once you complete this course, you will understand how to get your finances in order and be prepared for the QuickBooks Certified User Exam. You will also be ready to pass the Fundamental Payroll Certification exam, developed by the American Payroll Association. This course offers enrollment with or without a voucher. The voucher is prepaid access to sit for the QuickBooks Certified User Exam upon eligibility. Proctor fees may apply, which are not included.

SOCIAL MEDIA IN BUSINESS

ONLINE. One of the biggest challenges for business owners is finding new customers. Over the past decade, some business owners have leveraged social media to do just that. Whether you're a social media novice or a seasoned veteran, this course will give you a solid foundation in social media marketing and using it to grow your business. In today's globally connected environment, social media is a game changer for businesses. So, whether you're looking for a new way to market your business or simply want to better understand social media, this online social media marketing course will empower you.

Course Number/Name	Dates	Times	Campus	Tuition
2073 Accounting Fundamentals	1/12 - 3/14/2022	Self-Paced	INT	$115
2074 Accounting Fundamentals	2/9 - 4/11/2022	Self-Paced	INT	$115
3024 Accounting Fundamentals	3/16 - 5/16/2022	Self-Paced	INT	$115
3024 Accounting Fundamentals	3/16 - 5/16/2022	Self-Paced	INT	$115
3025 Accounting Fundamentals	4/13 - 6/13/2022	Self-Paced	INT	$115
2075 Accounting Fundamentals II	1/12 - 3/14/2022	Self-Paced	INT	$115
2076 Accounting Fundamentals II	2/9 - 4/11/2022	Self-Paced	INT	$115
3026 Accounting Fundamentals II	3/16 - 5/16/2022	Self-Paced	INT	$115
3027 Accounting Fundamentals II	4/13 - 6/13/2022	Self-Paced	INT	$115
2236 Admin Assistant Fundamentals	1/12 - 3/14/2022	Self-Paced	INT	$115
2237 Admin Assistant Fundamentals	2/9 - 4/11/2022	Self-Paced	INT	$115
3096 Admin Assistant Fundamentals	3/16 - 5/16/2022	Self-Paced	INT	$115
3097 Admin Assistant Fundamentals	4/13 - 6/13/2022	Self-Paced	INT	$115
2077 Grant Writing A-Z	1/12 - 3/14/2022	Self-Paced	INT	$120
2078 Grant Writing A-Z	2/9 - 4/11/2022	Self-Paced	INT	$120
3028 Grant Writing A-Z	3/16 - 5/16/2022	Self-Paced	INT	$120
3028 Grant Writing A-Z	4/13 - 6/13/2022	Self-Paced	INT	$120
2079 Grant Writing A-Z 2	1/12 - 3/14/2022	Self-Paced	INT	$120
2080 Grant Writing A-Z 2	2/9 - 4/11/2022	Self-Paced	INT	$120
3030 Grant Writing A-Z 2	3/16 - 5/16/2022	Self-Paced	INT	$120
3031 Grant Writing A-Z 2	4/13 - 6/13/2022	Self-Paced	INT	$120
2112 Human Resource Management	1/1 - 4/30/2022	Self-Paced	INT	$599
2113 Human Resource Management	2/1 - 4/30/2022	Self-Paced	INT	$599
3033 Human Resource Management	3/1 - 7/31/2022	Self-Paced	INT	$599
3034 Human Resource Management	4/1 - 7/31/2022	Self-Paced	INT	$599
2114 Human Resource Manager	1/1 - 4/30/2022	Self-Paced	INT	$4,500
2115 Human Resource Manager	2/1 - 4/30/2022	Self-Paced	INT	$4,500
2116 Human Resource Manager	3/1 - 4/30/2022	Self-Paced	INT	$4,500
2117 Human Resource Manager	4/1 - 4/30/2022	Self-Paced	INT	$4,500
2118 Human Resource Senior Manager	1/1 - 4/30/2022	Self-Paced	INT	$4,800
2119 Human Resource Senior Manager	2/1 - 4/30/2022	Self-Paced	INT	$4,800
2120 Human Resource Senior Manager	3/1 - 4/30/2022	Self-Paced	INT	$4,800
2121 Human Resource Senior Manager	4/1 - 4/30/2022	Self-Paced	INT	$4,800
2085 (PMP) Complete Project Manager	1/1 - 4/30/2022	Self-Paced	INT	$2,295
2176 Professional Bookkeeping with Quickbooks	1/1 - 4/30/2022	Self-Paced	INT	$4,195
2177 Professional Bookkeeping with Quickbooks	3/1 - 4/30/2022	Self-Paced	INT	$4,195
3086 Professional Bookkeeping with Quickbooks	4/1 - 7/31/2022	Self-Paced	INT	$4,195
3087 Professional Bookkeeping with Quickbooks	5/1 - 7/31/2022	Self-Paced	INT	$4,195
2239 Social Media In Business	1/12 - 3/14/2022	Self-Paced	INT	$115
2240 Social Media In Business	2/9 - 4/11/2022	Self-Paced	INT	$115
3098 Social Media In Business	3/16 - 5/16/2022	Self-Paced	INT	$115
3099 Social Media In Business	4/13 - 6/13/2022	Self-Paced	INT	$115

COMPUTERS IN CLASSROOM

ADOBE PHOTOSHOP
You will learn to manipulate images and digital photographs in preparation for publication layout and design, Web output, use in other software packages or immediate output. USB Thumb Drive recommended. Pre-Requisite: Basic Computer experience. Limited Enrollment.

BASIC COMPUTER
Regardless of your experience, everyone should have some level of proficiency in personal computing skills to excel in their current job, maintain their competitiveness for career advancement, or just to keep up with your children or grandchildren. This course will give you the skills you need to maneuver around your computer, begin to work with Microsoft Office Software and discover how much you can learn on the internet! SPECIAL – Bring a friend for free!

EBAY FOR BEGINNERS
Learn the basics and how to get started on eBay. From listing to getting paid, learn how to avoid scams and how to make that sell. EBay has all the tools you need!

EXCEL BASIC
Build worksheets using formatting, printing, formulas, common functions, and charts. USB thumb drive recommended for saving created documents. Enrollment limited. 1.000 Continuing Education Units.

EXCEL INTERMEDIATE
Our Microsoft Excel Intermediate course is best suited for those with a basic working knowledge of Excel. Topics include: Working with lists; Structure of a list; Sorting and filtering lists; Simple sorting; Sorting by multiple columns; Using AutoFilter; Connect spreadsheets so that one updates another; Using Freeze Panes; Using Split Window; Hiding and displaying data; Hiding rows and columns; Entering date functions; Date and time formats and more. 10 hrs 1.000 Continuing Education Units.
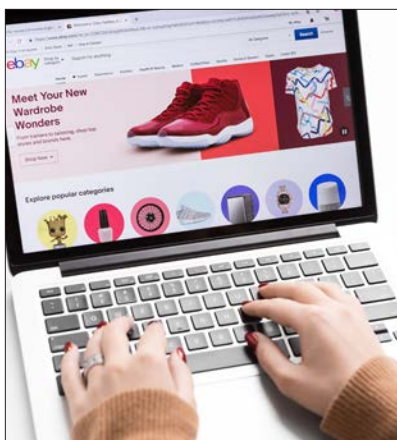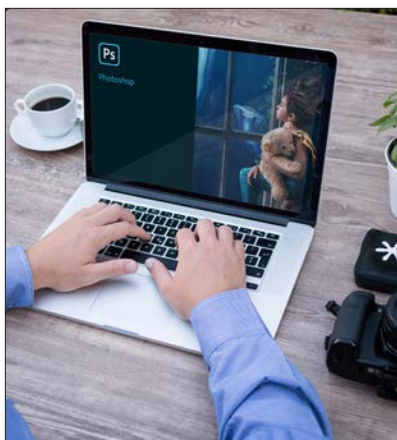
EXCEL ADVANCED

Take your Excel skills to the next level! Master charting, PivotTables, Slicers, Sparklines, and other advanced features of Microsoft Excel 2016, and discover how this powerful MS Office program can boost your productivity. In these hands-on lessons, you'll learn how to create informative, eye-catching charts and graphs, and harness the power of Excel's data analysis tools and AutoFilter commands. In addition, you'll find out how easy it is to create macros that let you manipulate data with the push of a button. You'll also discover how to use Goal Seek and Solver and apply them to real-world problems. And you'll set yourself apart from the casual Excel user by adding VLOOKUP, INDEX & MATCH, and Excel's other time-saving functions to your repertoire. 2.400 Continuing Education Units

INTERNET SAVVY SENIORS

This course is geared towards the active senior will show you how to navigate the internet along with some basic social media. Learn about Craig's List, eBay, Pinterest, Facebook, YouTube, Google, Bing and much more. With a computer and some time, you can find just about anything you need to know and more. Hands-on. Limited enrollment. SPECIAL – Bring a friend for free!

Course Number/Name		Days	Dates	Times	Campus	Tuition
2048	Adobe Photoshop	T	2/22 - 4/19/2022	6:00 pm-9:30 pm	GS	$325
2051	Basic Computer	F	1/7 - 2/4/2022	11:00 am-1:00 pm	GS	$240
2052	Basic Computer	F	2/11 - 3/11/2022	11:00 am-1:00 pm	GS	$240
3053	Basic Computer	W	4/27 - 5/25/2022	2:00 pm-4:00 pm	GTW	$240
2053	eBay for beginners	T	1/11 - 1/18/2022	11:00 am-1:30 pm	GS	$100
2054	eBay for beginners	T	2/15 - 2/22/2022	11:00 am-1:30 pm	GS	$100
2135	eBay for beginners	W	4/13 - 4/20/2022	2:00 pm-4:00 pm	GTW	$100
3055	eBay for beginners	W	5/18 - 5/25/2022	4:30 pm-6:30 pm	GTW	$100
2055	Excel, Basic	R	3/17 - 4/14/2022	11:00 am-1:00 pm	GS	$240
2136	Excel, Basic	W	3/23 - 4/20/2022	4:30 pm-6:30 pm	GTW	$240
2056	Excel Intermediate	R	1/6 - 2/3/2022	11:00 am-1:00 pm	GS	$240
3014	Excel Intermediate	R	4/21 - 5/19/2022	11:00 am-1:00 pm	GS	$240
2057	Excel Advanced	R	2/10 - 3/10/2022	11:00 am-1:00 pm	GS	$240
3015	Excel Advanced	R	6/2 - 6/30/2022	11:00 am-1:00 pm	GS	$240
2058	Internet Savvy Seniors	T	1/25 - 2/8/2022	11:00 am-1:00 pm	GS	$145
2059	Internet Savvy Seniors	T	3/1 - 3/15/2022	11:00 am-1:00 pm	GS	$145
2134	Internet Savvy Seniors	W	3/23 - 4/6/2022	2:00 pm-4:00 pm	GTW	$145
3054	Internet Savvy Seniors	W	4/27 - 5/11/2022	4:30 pm-6:30 pm	GTW	$145

COMPUTER ONLINE TRAINING

ADOBE CERTIFIED ASSOCIATE
SCHOLARSHIPS AVAILABLE. ONLINE Self- paced. 12 Month Certification. (End dates listed are not correct, take start date and add 12 months) There is a strong demand for Adobe Creative Suite skills. In the Adobe Certified Associate course, you will learn five of the most often-used Adobe programs: Dreamweaver, Illustrator, Photoshop, InDesign, and Animate (formerly Flash). You will read short readings, complete exercises and watch video demos and reviews of exercises, take quizzes and exams, and complete a project. By focusing on these five programs, you will learn how to put all the parts and pieces together to develop the Adobe Creative Suite skills needed to be professionals in the design field. This course includes a voucher to take the certifying exams. Proctor fees may apply, which are not included.
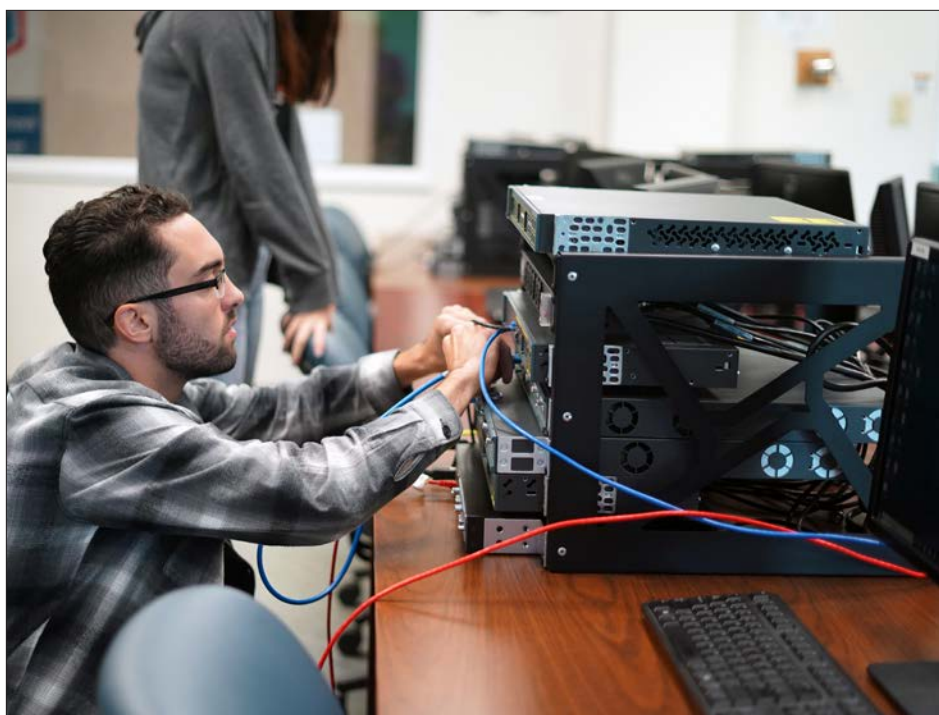
COMPTIA A+ CERTIFICATION
SCHOLARSHIPS AVAILABLE. ONLINE Self-paced 6 Month Program. (use start date and add 6 months to see completion date as completion dates listed are not correct) This course will prepare you for CompTIA A+ certification. You can earn this certification after you pass two exams. The CompTIA A+ Certification Exam 220-1001, covers mobile devices, networking technology, hardware, virtualization and cloud computing and network troubleshooting. The CompTIA A+ Certification Exam 220-1002 covers installing and configuring operating systems, expanded security, software troubleshooting, and operational procedures. CompTIA™ A+ Certification is vendor neutral and internationally recognized, giving you a competitive advantage no matter what country you're working in and what hardware you're working with. This course offers enrollment with or without vouchers. The vouchers are prepaid access to sit for the certifying CompTIA™ certification exams (CompTIA 220-1001 and 220-1002) upon completion of the course and eligibility. This course offers enrollment with or without vouchers.

COMPTIA NETWORK+ CERTIFICATION
SCHOLARSHIPS AVAILABLE. Self-paced online 110-hour 6-month class. Building and maintaining networks are among the most important skills to have as an IT professional. Whether you're new to the field or ready to move forward in your career, a CompTIA Network+ certification course could be a great next step. This certification confirms that you have the knowledge you need to configure and troubleshoot both wireless and wired hardware. You'll stand out among other job candidates when you gain the experience this online course provides and earn this valuable credential. In the course, you'll learn the fundamentals you need to prepare for the CompTIA Network+ certification exam (N10-007) and start a career as a network technician. With its comprehensive curriculum, you'll master basic networking concepts and learn about network design, security, routing and switching, cloud computing, IPv6 and forensics, and common security practices. To help you learn networking skills in an interactive setting, you can set up your own virtual lab environment using VirtualBox. With VirtualBox, you'll have the opportunity to put your new knowledge into action with networking scenarios you're likely to encounter during your IT career. This course offers enrollment with or without a voucher. The voucher is prepaid access to sit for the certifying exam upon eligibility.

COMPTIA A+, NETWORK+, SECURITY+ CERTIFICATION

SCHOLARSHIPS AVAILABLE. Self-paced ONLINE 9 Month 190 hour Program. (use start date and add 9 months to see completion date as completion dates listed are not correct) An important way you can demonstrate your knowledge and skillset to potential employers in information technology is through CompTIA certifications. The A+, Network+, and Security+ credentials are the best CompTIA certifications to have in order to jumpstart or advance your IT career. If you're interested in the often flexible and well-paid opportunities of IT and cyber security jobs, get started today with CompTIA certification training. This course will prepare you for three CompTIA IT certifications that are ideal for entry-level and mid-level professionals: A+, Network+ and Security+. The CompTIA certifications are the most-recognized, vendor-neutral credentials in the industry, and will assure employers that you have the skills they need. Upon successful completion of this course, you will be prepared to sit for the following exams: CompTIA A+ Exams 220-1001 and 220-1002, CompTIA Network+ Exam N10-007, and CompTIA Security+ Exam SY0-601. This course offers enrollment with or without vouchers. The vouchers are prepaid access to sit for the certifying exams upon eligibility. At the end of this CompTIA training, you'll also be proficient in basic cybersecurity concepts such as attacks and mitigation, security applications, risk assessment, disaster recovery and incident response, cloud computing, mobile devices, BYOD and SCADA, in addition to vulnerability assessment.

COMPUTER SKILLS IN THE WORKPLACE

ONLINE COURSE. Most jobs today require a working knowledge of certain computer skills. Employers seek and reward employees who can send emails, create spreadsheets, manage databases, understand memory and network limitations, and recognize the function and features of modern computer components. Any job candidate who already possesses these skills will stand above those who do not. This course is designed to provide the fundamental computer competencies you need to survive and prosper in today's fast-changing workplace. You will learn how to implement the powers of modern office software to work faster and more efficiently. This course will focus on practical application for software most common to the workplace. By the time you finish, you will have learned why employers consider technological literacy so critical to the success of any organization.

QUICKBOOKS ONLINE INTRODUCTION

In this course, you'll learn to manage the financial aspects of your small business quickly and efficiently using QuickBooks Online. This powerful accounting software program has helped thousands of business owners just like you manage their finances. With the online version, you also gain all the advantage of computing in the cloud, so that your files will be available to you virtually anytime, anywhere. As we explore the pros and cons of online accounting, you'll soon see how easy it is to use the navigation features of QuickBooks Online. Then you'll gain hands-on experience as you learn all the ways this well-designed accounting program makes it a snap to manage your business' finances—from recording income and expenses, to entering checks and bank transfer entries, to setting up a chart of accounts. You'll see how to reconcile your checking account and manage credit card and loan payments; create and print invoices, receipts, and statements; track your payables, inventory, and receivables; create estimates; generate reports; and much more. Whether you're new to QuickBooks or have already used other versions of this software program, this course will empower you to take control of the financial accounting for your business, all with the ease and convenience of an online platform.

Course Number/Name	Dates	Times	Campus	Tuition
2089 Adobe Certified Associate	1/1 - 4/30/2022	Self-Paced	INT	$3,595
2090 Adobe Certified Associate	2/1 - 4/30/2022	Self-Paced	INT	$3,595
2091 Adobe Certified Associate	3/1 - 4/30/2022	Self-Paced	INT	$3,595
2092 CompTIA A+ Certification	1/1 - 4/30/2022	Self-Paced	INT	$2,500
2093 CompTIA A+ Certification	2/1 - 4/30/2022	Self-Paced	INT	$2,500
2094 CompTIA A+ Certification	3/1 - 4/30/2022	Self-Paced	INT	$2,500
2174 CompTIA Network+ Certification	1/1 - 4/30/2022	Self-Paced	INT	$3,599
2095 CompTIA A+, Network+, Security	1/1 - 4/30/2022	Self-Paced	INT	$3,195
2096 CompTIA A+, Network+, Security	2/1 - 4/30/2022	Self-Paced	INT	$3,195
2097 CompTIA A+, Network+, Security	3/1 - 4/30/2022	Self-Paced	INT	$3,195
2164 Computer Skills Workplace	1/12 - 3/4/2022	Self-Paced	INT	$499
2165 Computer Skills Workplace	2/9 - 4/1/2022	Self-Paced	INT	$499
3075 Computer Skills Workplace	3/16 - 5/6/2022	Self-Paced	INT	$499
3076 Computer Skills Workplace	4/13 - 6/3/2022	Self-Paced	INT	$499
3077 Computer Skills Workplace	5/18 - 7/8/2022	Self-Paced	INT	$499
2172 Quickbooks Online Introduction	1/12 - 3/4/2022	Self-Paced	INT	$125
2173 Quickbooks Online Introduction	2/9 - 4/1/2022	Self-Paced	INT	$125
3083 Quickbooks Online Introduction	3/16 - 5/6/2022	Self-Paced	INT	$125
3084 Quickbooks Online Introduction	4/16 - 6/17/2022	Self-Paced	INT	$125

INFORMATION TECHNOLOGY & WEB DESIGN CLASSES – ONLINE!

CREATING WEB PAGES

Create and post your very own Web site on the Internet using HTML in this extensive, hands-on, six-week workshop. First, you'll learn about the capabilities of the World Wide Web and the fundamentals of web design. Then you'll plan the content, structure and layout of your Web site, create pages full of neatly formatted text, build links between the pages and to the outside world, and add color, backgrounds, graphics, and tables. You'll also learn critical and timely information on securing the best possible location in search engine listings, and powerful no-cost or low-cost web marketing strategies. This class is completed exclusively online.

DESIGNING EFFECTIVE WEBSITES

Regardless of your current skills or level of knowledge, in this course you'll master the basics of Web design and learn how to build sites that are better and more effective. Get ready to take your Web design skills to the next level! We'll examine the tension between form and function, explore the six major states of the website development process, and learn the basics of user-centered design. We'll also cover the five basic steps to organizing information, find out how site design themes can be used for information delivery, and review Web page design considerations. Along the way, we'll talk about effective type and graphics and explore the idea of Web 2.0. This course is a must for Web designers, giving the tips and tools that will help them establish a solid career. This class is completed exclusively online.

RESPONSIVE WEB DESIGN

In today's online environment, designers must create websites that are responsive. Their sites must reshape and morph to provide a positive experience in every viewport—from small touch-screen environments to large-screen browsers where users interact using a mouse or pointing device. This is the heart of responsive Web design (RWD). In this course, you'll learn to identify and address every aspect of responsive Web design: from scaling elements and adjusting page layout, to adapting color schemes and implementing accessible forms. You'll master how to use HTML5 linked to media queries in CSS3 to adapt content to fit your user's viewport and see how jQuery Mobile can help you to mobile sites. Today's world of Web design requires building sites that are intuitive, inviting, accessible, and attractive in every possible device and environment. Learn to design and build fully responsive websites optimized for smartphones, tablets, and laptop/desktop viewing environments.

INTRODUCTION TO C++ PROGRAMMING

Here's your chance to learn how to program the easy way in C++. Introduction to C++ Programming is a project-oriented course taught by a master programming instructor. You'll get right to programming in this course – even if you have no prior programming experience! Before you know it, you'll be putting together programs that have their own windows and controls. Professional programmers write programs that model the world around us. In this course you'll look at how the world is built up by objects--things that have qualities and capabilities, and then you'll use that information as you write your computer program. You'll be following the actual technique professional programmers use to build their programs. By the end of the course, you'll be using Microsoft Visual C++ 2010 Express Edition to write real programs for Microsoft Windows. 24 hrs. This class is completed exclusively online.

INTRODUCTION TO NETWORKING

Introduction to Networking explains computer networking basics in terms that you can easily understand, using concepts common to everyday, non-computing experience. The course emphasizes networking fundamentals, explaining the software and hardware that makes networking possible. The course stresses understanding how and why networks work, rather than focusing on memorization of terms or numbers. Upon completion of the course, you will be capable of performing basic computer networking tasks, such as DSL connectivity or configuring connections to an Internet Service Provider. This course will give you the foundation you need to begin training for CCNA Certification or employment in a computer networking career. This class is completed exclusively online.

INTERMEDIATE NETWORKING

Learn real-world applications for the concepts you learned in Introduction to Networking. Continue to build your knowledge of networks and networking, with detailed treatments of TCP/IP, how switches and routers operate, DNS, and more. You'll gain a full understanding of almost every aspect of networking technology, including hot topics such as virtual private networks, security, Internet connectivity, and cloud computing. Completion of this course and its prerequisite should serve as a springboard for a career in computer networking or training for CCNA Certification. 24 hrs. This class is completed exclusively online.

INTRODUCTION TO PC SECURITY

What you don't know about PC security really can hurt you! Learn why you're at risk and what you can do to protect your precious personal and business data from the outside world. This course, taught by a security expert, will quickly bring you up to speed on the fundamentals of PC and network security. You'll understand and explore the many vulnerabilities of operating systems, software, and networks. Develop an understanding of the exploits hackers use to access your computer without your knowledge. You'll find out why, where, and how viruses, worms, and blended threats are created. You'll be able to identify and work to prevent DoS, SYN flooding, and other network attacks. You'll learn a safe way to share files and data across the Internet through a virtual private network. And you'll be able to install and configure a firewall to build an impenetrable moat around your computer or network. *This class is completed exclusively online.*

Course Number/Name		Dates		Campus	Tuition
2144	Creating Web Pages	1/12 - 3/4/2022	Self-Paced	INT	$115
2145	Creating Web Pages	2/9 - 4/1/2022	Self-Paced	INT	$115
2146	Creating Web Pages	3/16 - 4/30/2022	Self-Paced	INT	$115
3048	Creating Web Pages	4/13 - 6/3/2022	Self-Paced	INT	$115
3049	Creating Web Pages	5/18 - 7/8/2022	Self-Paced	INT	$115
2147	Designing Effective Websites	1/12 - 3/4/2022	Self-Paced	INT	$115
2148	Designing Effective Websites	2/9 - 4/1/2022	Self-Paced	INT	$115
3050	Designing Effective Websites	3/16 - 5/6/2022	Self-Paced	INT	$115
3051	Designing Effective Websites	4/13 - 6/3/2022	Self-Paced	INT	$115
3052	Designing Effective Websites	5/18 - 7/8/2022	Self-Paced	INT	$115
2162	Responsive Web Design	1/12 - 3/4/2022	Self-Paced	INT	$115
2163	Responsive Web Design	2/9 - 4/1/2022	Self-Paced	INT	$115
3072	Responsive Web Design	3/16 - 5/6/2022	Self-Paced	INT	$115
3073	Responsive Web Design	4/13 - 6/3/2022	Self-Paced	INT	$115
3074	Responsive Web Design	5/18 - 7/8/2022	Self-Paced	INT	$115
2158	Intro to C++ Programming	1/12 - 3/4/2022	Self-Paced	INT	$115
2159	Intro to C++ Programming	2/9 - 4/1/2022	Self-Paced	INT	$115
3066	Intro to C++ Programming	3/16 - 5/6/2022	Self-Paced	INT	$115
3067	Intro to C++ Programming	4/13 - 6/3/2022	Self-Paced	INT	$115
3068	Intro to C++ Programming	5/18 - 7/8/2022	Self-Paced	INT	$115
2150	Intro to Networking	1/12 - 3/4/2022	Self-Paced	INT	$115
2151	Intro to Networking	2/9 - 4/1/2022	Self-Paced	INT	$115
3056	Intro to Networking	3/16 - 5/16/2022	Self-Paced	INT	$115
3057	Intro to Networking	4/13 - 6/3/2022	Self-Paced	INT	$115
3058	Intro to Networking	5/18 - 7/8/2022	Self-Paced	INT	$115
2156	Intermediate Networking	1/12 - 3/4/2022	Self-Paced	INT	$115
2157	Intermediate Networking	2/9 - 4/1/2022	Self-Paced	INT	$115
3063	Intermediate Networking	3/16 - 5/6/2022	Self-Paced	INT	$115
3064	Intermediate Networking	4/13 - 6/3/2022	Self-Paced	INT	$115
3065	Intermediate Networking	5/18 - 7/8/2022	Self-Paced	INT	$115
2160	Intro to PC Security	1/12 - 3/4/2022	Self-Paced	INT	$115
2161	Intro to PC Security	2/9 - 4/1/2022	Self-Paced	INT	$115
3069	Intro to PC Security	3/16 - 5/6/2022	Self-Paced	INT	$115
3070	Intro to PC Security	4/13 - 6/3/2022	Self-Paced	INT	$115
3071	Intro to PC Security	5/18 - 7/8/2022	Self-Paced	INT	$115
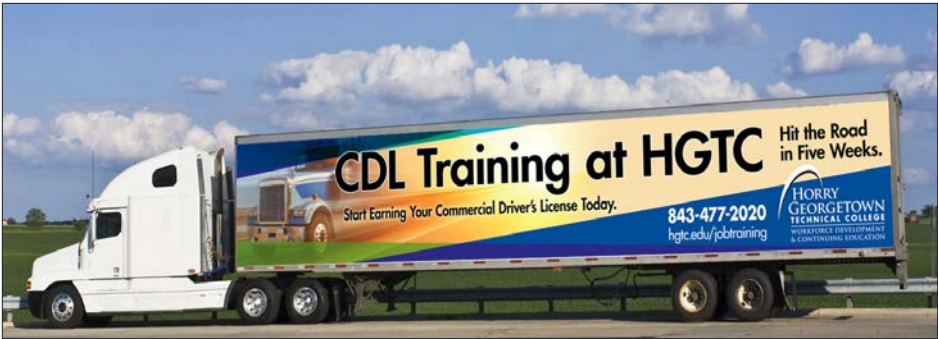
DRIVING

CDL COMMERCIAL DRIVER'S LICENSE

Five-week CDL Truck Driver Training Class A with no restrictions training on a manual transmission. Job placement not guaranteed but demand for drivers near an all-time high. HS Diploma/GED is not a requirement for licensing. Scholarships may apply when available under certain conditions. DMV requirements must be submitted before registering for a class.

DEFENSIVE DRIVING FOR POINT REDUCTION

Drivers who successfully complete this program can get four (4) points taken off their driving record. The full-eight-hour attendance is mandatory. Visit www.scdmvonline.com to verify points are associated against license. Students can only participate once every three years. Student must purchase required textbook, available at campus bookstore. Must withdraw 48 business hours prior to class to receive a refund. No refunds for non-attendance.

HEAVY EQUIPMENT OPERATOR

This short term 5-week class will prepare you for a job in Building and Construction, Site Development, Road Maintenance Construction, and Paving and Bridge projects. This class will teach you: safety of equipment, fill fluids, prepping equipment, symbol recognition, preventative maintenance, functions of equipment, equipment identification, expectations on the job, as well as over 50 hours of hands on/ in seat individual equipment training on a bulldozer and an excavator. Small class size with a low student to instructor ratio. Local employers have positions available and are involved in this program for job placement. All equipment and personal protective equipment provided. Mandatory drug screening and steel toed boots required. Scholarships available.

Course Number/Name	Days	Dates	Times	Campus	Tuition
2042 CDL Commercial Driver's License	MTWRF	1/3 - 2/4/2022	8:00 am-5:00 pm	CON	$5,595
2044 CDL Commercial Driver's License	MTWRF	2/14 - 3/18/2022	8:00 am-5:00 pm	GTW	$5,595
2045 CDL Commercial Driver's License	MTWRF	2/14 - 3/18/2022	8:00 am-5:00 pm	CON	$5,595
2049 CDL Commercial Driver's License	MTWRF	3/28 - 4/29/2022	8:00 am-5:00 pm	CON	$5,595
2050 CDL Commercial Driver's License	MTWRF	3/28 - 4/29/2022	8:00 am-5:00 pm	GTW	$5,595
3010 CDL Commercial Driver's License	MTWRF	5/16 - 6/17/2022	8:00 am-5:00 pm	CON	$5,595
Defensive Driving Please Check the Website for Dates and Times					
2037 Heavy Equipment Operator	MTWR	2/28 - 4/21/2022	8:00 am-5:00 pm	GS	$9,000
3003 Heavy Equipment Operator	MTWR	4/25 - 6/16/2022	8:00 am-5:00 pm	GS	$9,000

DRONE TRAINING PROGRAM

HGTC is partnering with Cross Flight Sky Solutions and their master instructors to expertly help you navigate and prepare for your FAA Part 107 certification. In addition to classroom training, you will also have access to an online support site which includes hundreds of practice questions.

Four different classes will be offered to accommodate your needs:

FIVE DAY COURSE
This five day training course is uniquely designed for any company or individual who wants to learn more about the Unmanned Aircraft Systems (UAS) and prepare for commercial drone operations.

THREE DAY COURSE – FAA PART 107 PREPARATION
This three-day training course is designed for any company or individual who wants to learn more about the UAS industry and prepare for commercial drone operations. If you've purchased the five-day training package, this three-day course is included.

ONE DAY COURSE – BASIC HANDS ON FLYING
This one-day course is a full day of basic flying with commercial drones. Includes DJI GO4 App walk-through, basic flying maneuvers, risk assessment, pre and post flight inspection and more. If you've purchased the five-day training package, this one day course is included.

ONE DAY COURSE – ADVANCED HANDS ON FLYING
We teach you more advanced flying skills including 2D mapping and 3D modeling. If you've purchased the five-day training package, this one day course is included.

Course Number/Name	Days	Dates	Times	Campus	Tuition
2152 Drone Training 5 Day Course	MTWRF	2/21 - 2/25/2022	8:00 am-5:00 pm	CON	$1,995
2180 Drone Training 5 Day Course	MTWRF	3/21 - 3/25/2022	8:00 am-5:00 pm	GTW	$1,995
3085 Drone Training 5 Day Course	MTWRF	5/9 - 5/13/2022	8:00 am-5:00 pm	CON	$1,995
3088 Drone Training 5 Day Course	MTWRF	7/11 - 7/15/2022	8:00 am-5:00 pm	GTW	$1,995
2153 Drone Training 3 Day Course	MTW	2/21 - 2/23/2022	8:00 am-5:00 pm	CON	$1,200
3060 Drone Training 3 Day Course	MTW	5/9 - 5/11/2022	8:00 am-5:00 pm	CON	$1,200
3089 Drone Training 3 Day Course	MTW	7/11 - 7/13/2022	8:00 am-5:00 pm	GTW	$1,200
2154 Drone Basic Flying 1 Day	R	2/24 - 2/24/2022	8:00 am-5:00 pm	CON	$599
2182 Drone Basic Flying 1 Day	R	3/24 - 3/24/2022	8:00 am-5:00 pm	GTW	$599
3061 Drone Basic Flying 1 Day	R	5/12 - 5/12/2022	8:00 am-5:00 pm	CON	$599
3090 Drone Basic Flying 1 Day	R	7/14 - 7/14/2022	8:00 am-5:00 pm	GTW	$599
2155 Drone Advanced Flying 1 Day	F	2/25 - 2/25/2022	8:00 am-5:00 pm	CON	$395
2183 Drone Advanced Flying 1 Day	F	3/25 - 3/25/2022	8:00 am-5:00 pm	GTW	$395
3062 Drone Advanced Flying 1 Day	F	5/13 - 5/13/2022	8:00 am-5:00 pm	CON	$395
3091 Drone Advanced Flying 1 Day	F	7/15 - 7/15/2022	8:00 am-5:00 pm	GTW	$395

NEW COURSES – SCHOLARSHIPS AVAILABLE

CERTIFIED CRANE OPERATOR

This 3-week class for beginners will teach how to operate, inspect and setup a swing cab and fixed cab crane. The goal is to assist individuals with preparation for the National Commission of Certified Crane Operators (NCCCO) written and practical examinations. Certified crane operators are in high demand currently. This course includes all objectives that are required nationally to prepare you to operate a crane on any job site. The practical exam will be conducted on the last Thursday of the class and the NCCCO Exam on following Friday. After completing this class, you may continue to the Crane Rigger/Signal class.

CRANE RIGGER AND SIGNAL PERSON

Experienced operators may take this 1 week class for more instruction in rigging and signaling Our training class covers everything that is required for qualifying riggers and signalpersons

- Rigging components
- Technical knowledge
- Inspection
- Execution of Rigging Activity
- Hand signals
- Voice communication
- Situational awareness
  (how to take site specific
  considerations into account)
- Safety Standards and regulations

Each participant will receive a certificate of completion and a photo ID card.

Course Number/Name	Days	Dates	Times	Campus	Tuition
2178 Certified Crane Operator	MTWR	2/7 - 2/25/2022	8:00 am-5:00 pm	CON	$6,500
2179 Crane Rigger/Signal Person	MTWRF	2/28 - 3/4/2022	8:00 am-5:00 pm	CON	$2,000

CERTIFIED POOL/SPA OPERATOR

You will learn the basic knowledge, techniques, and skills of pool and spa operations. Tuition includes study materials, handouts, testing kit, and the Certification Exam, and the National processing and certification fees.

CDL COMMERCIAL DRIVER'S LICENSE

Five-week CDL Truck Driver Training Class A with no restrictions training on a manual transmission. Job placement not guaranteed but demand for drivers near an all-time high. HS Diploma/GED is not a requirement for licensing. Scholarships may apply when available under certain conditions. DMV requirements must be submitted before registering for a class.

CONSTRUCTION AND CARPENTRY INTRODUCTION

Students will learn the process of Residential Construction from start to finish, discuss the trades involved, explore their career possibilities, and become familiar with the various trade tools and safety training. Study of lumber types and sizes with their uses & various building components. Train to Work Scholarships are available.

DIGITAL COURT REPORTER

This 8-week class is for Digital Court Reporting and does not include Legal Transcription. This course is designed to give participants a thorough understanding of what it means to be a digital court reporter. Individuals taking this course will learn about the court system, laws, ethics, professionalism, legal procedure, and digital reporting software and equipment. This course meets the standards set forth by the AAERT 2019 Best Practices Guide. Students will also receive an overview of the leading-edge technology, software and equipment used in digital reporting. Some assignments in the course require the use of digital court reporting software to complete. Through an industry partnership, we have made available a 45-day trial of Digital Reporter Console Basic Edition. To use this software, you will need a computer that runs Windows 10. (The trial software will not work with other operating systems used on computers/devices like Mac, Android, Chrome Notebooks, or iOS.) For optimum performance of the software, these are the recommend computer specs: Current Generation Quad Core Intel or AMD Processor / 8GB RAM / 15" Diagonal Screen Size / Screen Resolution of 1366 x 768 or higher. This course does NOT include Legal Transcription. At the completion of this course, you are able to take the Certified Electronic Reporter (CER) exam from the American Association of Electronic Reporters and Transcribers. 60 Course Hours. Scholarships available for full tuition as long as scholarship funds are available. Enrollment is on a first come first serve basis.

DIGITAL COURT REPORT WITH LEGAL TRANSCRIPTION

This 24-week class is for Digital Court Reporting and does include Legal Transcription. This course is designed to give participants a thorough understanding of what it means to be a digital court reporter and legal transcriber. Individuals taking this course will learn about the court system, laws, ethics, professionalism, legal procedure and confidentiality. During the digital court reporting portion of the course students will about room setup, audio, digital reporting software and equipment. During the legal transcription portion of the course students will gain the knowledge to transcribe, edit, and proofread legal transcripts for correct grammar, punctuation, and word usage. This course meets the standards set forth by the AAERT 2019 Best Practices Guide. Assignments in the course require a diverse range of software including digital court reporting software, Microsoft Word (2016, 2019, and Office 365 installed on the computed), and Express Scribe to complete. Through an industry partnership, we have made available a 45-day trial of Digital Reporter Console Basic Edition. To use this software, you will need a computer that runs Windows 10. (The trial software will not work with other operating systems used on computers/devices like Mac, Android, Chrome Notebooks, or iOS.) For optimum performance of the software, these are the recommend computer specs: Current Generation Quad Core Intel or AMD Processor / 8GB RAM / 15" Diagonal Screen Size / Screen Resolution of 1366 x 768 or higher. A USB Infinity Foot Pedal and Headphone are also required for the Transcription portion of the course. At the completion of this course, you can take the Certified Electronic Reporter (CER) and the Certified Electronic Transcriber (CET) exam from the American Association of Electronic Reporters and Transcribers. 140 Course Hours. Scholarships available for full tuition if scholarship funds are available.

HEAVY EQUIPMENT OPERATOR

This short term 5-week class will prepare you for a job in Building and Construction, Site Development, Road Maintenance Construction, and Paving and Bridge projects. This class will teach you: safety of equipment, fill fluids, prepping equipment, symbol recognition, preventative maintenance, functions of equipment, equipment identification, expectations on the job, as well as over 50 hours of hands on/ in seat individual equipment training on a bulldozer and an excavator. Small class size with a low student to instructor ratio. Local employers have positions available and are involved in this program for job placement. All equipment and personal protective equipment provided. Mandatory drug screening and steel toed boots required. Scholarships available.

OSHA 10

This 10-hour OSHA Outreach course provides basic awareness training on the recognition, avoidance, abatement, and prevention of workplace hazards in Construction. Topics to include are Introduction to OSHA, OSHA focus Four Hazards, (fall protection, Electrical, Struck By, and Caught In Between), PPE and lifesaving equipment, Health Hazards in Construction, Material Handling, Stairways and Ladders, Tools-Hand, and Power, JSA Job Safety Hazard Assessment, Hearing, Fire, and Heat Stress. OSHA 10-hour Construction covers 29 CFR 1926 regulations.

OSHA 30

This 30-hour OSHA Outreach course provides training on an expended list of safety topics associated with workplace hazards, including the recognition, avoidance, abatement, and prevention of workplace hazards in the Construction. Topics to include are Introduction to OSHA, OSHA focus Four Hazards, (fall protection, Electrical, Struck By, and Caught In Between), PPE and lifesaving equipment, Health Hazards in Construction, Material Handling, Stairways and Ladders, Tools-Hand, and Power, JSA Job Safety Hazard Assessment, Hearing, Fire, and Heat Stress. Plus, Scaffolds, Cranes, Derricks, Hoist, Elevators, and Conveyors, Excavations, Safety and Health Programs, Confined Space Entry, Ergonomics and Powered Industrial Vehicles. OSHA 30-hour Construction covers 29 CFR 1926 regulations.

RESIDENTIAL INTERIOR DESIGNER

This course will show you how to transform plain living spaces into beautiful and functional rooms. Interior design takes training as well as talent, and these lessons will give you the know-how you need to design a room from floor to ceiling. You'll delve into color theory, industry trends, spatial arrangements, floor plans, traditional and modern interior design ideas, and other basics. In addition, you'll explore a range of careers in interior design and get insider tips for entering this exciting field. Because interior design is constantly evolving, you'll also learn about some of the latest trends affecting the industry. You'll investigate *green* sustainable design, and you'll find out how to modify your designs for people with special needs. As you master design skills step-by-step, you'll complete your first project: a fully developed room design completes with spatial layout, lighting, and finish selections. Your new knowledge and hands-on practice will give you the confidence you need to start creating beautiful residential interiors for yourself and others.
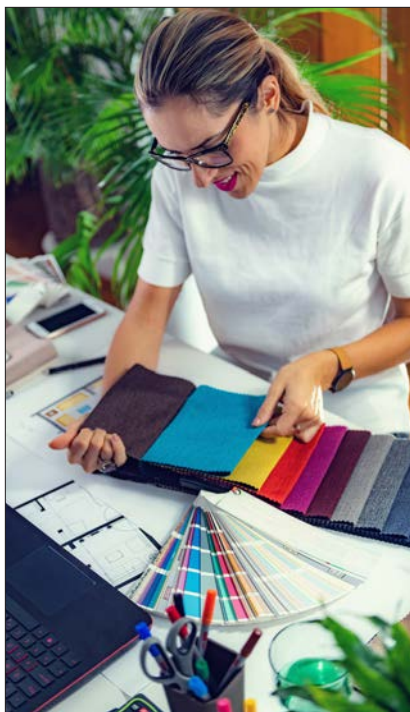
SERVICE PLUMBING TECHNICIAN

Plumbing is a fulfilling career that allows you to combine knowledge and innovation with the ability to create and build with your hands. It also offers tremendous benefits and career potential. While many career paths require years of schooling and tuition payments, the field of plumbing allows you to train while working! The need for skilled plumbers and skilled trade work will always be in demand and cannot be outsourced or replaced by machine! The Service Plumbing Technology Program is a one semester training program that teaches you the skills to begin your career as a plumber. Course includes basic plumbing, basic plumbing repairs, plumbing safety & tools and plumbing connections & tests. *Check our website for class dates.*

RESIDENTIAL AND COMMERCIAL ELECTRICAL ASSISTANT

The Residential/Commercial Electrical Assistant program is intended to train and prepare students as entry level electrician assistants. Students will learn to install and maintain electrical equipment, read blueprints, and troubleshoot/repair electrical systems in residential and commercial settings. This class will include instruction on National Electrical Code, AC/DC Circuits I, and Electrical Print Reading.

WELDING

SCHOLARSHIPS AVAILABLE. Our welding classes have been moved to the new Advanced Manufacturing Building, 250 Allied Drive, Conway, SC.

SHIELD METAL ARC WELDING I
This course covers the basic principles and practices of oxyacetylene welding, cutting and electric arc welding. Emphasis is placed on practice in fundamental position welding and safety procedures. AWS Certified Instructors. Limited enrollment. Please bring safety goggles & wear heavy closed toe shoes.

SHIELD METAL ARC WELDING II
A continuation of Level I. AWS Certified Instructors. Please bring safety goggles & wear heavy closed toe shoes.

INERT GAS WELDING ADVANCED WELDING III
Pre-Requisite: Successful completion of Welding I & II. This course covers the safety, equipment, and skills used in the Gas Tungsten Arc Welding process. Bead pad welds and fillet welds are made to visual inspection criteria in the flat, horizontal, vertical, and overhead positions.

Course Number/Name	Days	Dates	Times	Campus	Tuition
2245 Certified Pool/Spa Operator	MT	2/7 - 2/8/2022	8:00 am-5:00 pm	GS	$400
2246 Certified Pool/Spa Operator	MT	3/14 - 3/15/2022	8:00 am-5:00 pm	GS	$400
2247 Certified Pool/Spa Operator	MT	4/11 - 4/12/2022	8:00 am-5:00 pm	GS	$400
3102 Certified Pool/Spa Operator	MT	5/16 - 5/17/2022	8:00 am-5:00 pm	GS	$400
2042 CDL Commercial Driver's License	MTWRF	1/3 - 2/4/2022	8:00 am-5:00 pm	CON	$5,595
2044 CDL Commercial Driver's License	MTWRF	2/14 - 3/18/2022	8:00 am-5:00 pm	GTW	$5,595
2045 CDL Commercial Driver's License	MTWRF	2/14 - 3/18/2022	8:00 am-5:00 pm	CON	$5,595
2049 CDL Commercial Driver's License	MTWRF	3/28 - 4/29/2022	8:00 am-5:00 pm	CON	$5,595
2050 CDL Commercial Driver's License	MTWRF	3/28 - 4/29/2022	8:00 am-5:00 pm	GTW	$5,595
3010 CDL Commercial Driver's License	MTWRF	5/16 - 6/17/2022	8:00 am-5:00 pm	CON	$5,595
2142 Construction & Carpentry Introduction	MTWR	1/10 - 1/27/2022	9:00 am-4:00 pm	CON	$2,100
2143 Construction & Carpentry Introduction	MTWR	3/21 - 4/7/2022	9:00 am-4:00 pm	CON	$2,100
3047 Construction & Carpentry Introduction	MTWR	5/9 - 5/26/2022	9:00 am-4:00 pm	CON	$2,100
2038 Digital Court Reporter	TBA	2/7 - 4/1/2022	Self-Paced	INT	$1,350
3005 Digital Court Reporter	TBA	5/2 - 6/24/2022	Self-Paced	INT	$1,350
3007 Digital Court Report + Legal Transcription	TBA	1/3 - 6/17/2022	Self-Paced	INT	$3,000
2037 Heavy Equipment Operator	MTWR	2/28 - 4/21/2022	8:00 am-5:00 pm	GS	$9,000
3003 Heavy Equipment Operator	MTWR	4/25 - 6/16/2022	8:00 am-5:00 pm	GS	$9,000
2035 OSHA 10	S	1/8 - 1/15/2022	9:00 am-3:00 pm	GS	$499
2036 OSHA 30	S	1/8 - 1/15/2022	9:00 am-3:00 pm	GS	$699
2243 Residential Interior Designer	TBA	1/10 - 10/14/2022	Self-Paced	INT	$2,995
2244 Residential Interior Designer	TBA	3/1 - 4/30/2022	Self-Paced	INT	$2,995
3001 Service Plumbing Technology	TR	1/10 - 5/19/2022	5:30 pm-8:30 pm	CON	$2,599
2141 Residential and Commercial Electrical Assistant	MTW	1/24 - 3/2/2022	1:00 pm-4:00 pm	CON	$2,300
2039 Shield Metal Arc Welding I	MW	1/24 - 3/30/2022	6:00 pm-9:00 pm	CON	$1,500
2040 Shield Metal Arc Welding II	MW	1/24 - 3/30/2022	6:00 pm-9:00 pm	CON	$1,800
2041 Inert Gas Welding, Advanced Welding III	MW	1/24 - 3/30/2022	6:00 pm-9:00 pm	CON	$2,200

PHOTOGRAPHY

ADOBE PHOTOSHOP
You will learn to manipulate images and digital photographs in preparation for publication layout and design, Web output, use in other software packages or immediate output. USB Thumb Drive recommended. Pre-Requisite: Basic Computer experience. Limited Enrollment.

PHOTOGRAPHY FUNDAMENTALS
Learn about the equipment and techniques for making digital photographs, cameras, meters, composition, lighting factors and techniques. No prior photography experience is assumed; however, this course moves rapidly. A digital SLR camera is required.

PHOTOGRAPHY ADVANCED
Advance your photography skills with this class. Learn the common mistakes most photographers make and how to correct them; HDR photography; advanced lighting techniques; shooting in camera raw.

REAL ESTATE PHOTOGRAPHY
SCHOLARSHIPS AVAILABLE. Photography has never been more important to selling real estate than it is today! The markets are heating up again and demand for real estate creates demand for photography. During this class you will discover how to take great property exterior photos; the best times of day to photography interior and exterior shots; how to make each interior room (staged or not) look brighter and more inviting; how to light your properties and more. Pre requisite: Photography fundamentals or equivalent experience. Digital SLR camera required.

Course Number/Name	Days	Dates	Times	Campus	Tuition
2048 Adobe Photoshop	T	2/22 - 4/19/2022	6:00 pm-9:30 pm	GS	$325
2046 Photography Fundamentals	W	2/9 - 4/13/2022	6:00 pm-9:00 pm	GS	$325
3012 Photography, Advanced	W	4/27 - 5/18/2022	6:00 pm-9:00 pm	GS	$150
2047 Real Estate Photography	M	4/4 - 4/25/2022	6:00 pm-9:00 pm	GS	$175

DEMONSTRATION COOKING

TAPAS ESPANOLAS
This class is a taste-testers dream! Nibble your way through this evening of savory cooking with Chef Humberto Guardiola creating authentic Spanish Tapas. Each dish is steeped in tasty temptation, from the juicy Albondigas to the Paprika Butternut Squash Empanadas and Patatas Brava's with spicy homemade sauce, all your own doing. Grab a friend, a bottle of Spanish wine/beer and learn to impress, Spanish style, at your next dinner party!

MODERNIST COOKING
Basic introduction to hydrocolloids: Xanthan, agar, gellan gum, versawhip, ultra-tex, locust bean gum, guar gum. Participants will learn to use hydrocolloids to broaden their cooking repertoire and enhance the presentation, tastes and textures of their dishes.

TEA TIME
Come join us and learn how to prepare 4 Classical English Tea pastries: Empire Cookies, Bakewell Tartlets, Classic "Shortbread" and Traditional Tea cookies. Finish up the class with a proper English Tea party to include pots of tea and your tasty pastries.

CANDY MAKING MADE EASY
Think candy-making is for the professionals? This hands-on class will change your mind. You can turn out tasty treats in your own kitchen. All you need is some essential equipment (like an accurate thermometer that can tell you when your toffee and caramel are done), techniques that will help you take on your favorite candies, and foolproof recipes that will have you turning out Turtles, Pralines, Salted Caramel Toffee, and Marshmallows. (Yes, homemade marshmallows.)

INTERNATIONAL SWEET TREATS
Explore fascinating sweet recipes from around the world. You will work hands on with your chef instructor to create such delicious treats such as non-traditional baklava, rugalach, alfajores and African bene seed cookies.

CARIBBEAN CUISINE
Who better to learn Caribbean cuisine from than a Chef from the Caribbean? Take a trip to the islands with Chef Humberto Guardiola and discover the bold flavors of the Caribbean! Yuca and Pickle Red Onion escabeche, Congrí rice (black beans and Rice) with Ropa Vieja (Shred Beef), "Bacalaitos" Salted Cod Fritters, Coconut Tres Leches Cake. *Menu subject to change.*

EASY AS PIE
In our pie making class you will learn how to mix and knead various pie doughs and crusts to create amazing and delicious pies. In this hands-on class you will create apple, chocolate, custard and key lime pies to share or to take home.

MAKING PÂTE À CHOUX
Eclairs and Crème Puffs are fabulous treats. In this hands-on class, you will work with our chef instructors to create pate a choux from scratch. You will learn the

fundamentals to make choux paste as you pipe eclairs and cream puffs. After you bake your treats you will fill them with pastry cream and topped with chocolate ganache.

MEXICAN CUISINE
Learn a brief history of the Mexican Cuisine, their distinct food regions, and their traditional recipes. Corn Tortilla soup, Veracruz Style Sautéed Shrimp, Mexican rice, Chicken Tamales, Banana Fritters with Mexican chocolate sauce. *Menu subject to change.*

THE ART OF PARISIAN MACARONS
Macarons are currently all the rage in Paris and beyond—chic, colorful, and absolutely delicious! This hands-on baking class puts you at the heart of French pastry making, teaching you how to create a classic Parisian delicacy. Our Chef Instructor will have you whisking and whipping your way to the perfect Parisian macaron! You'll leave class with enough to surprise your family and friends!

COOKING LOCALLY AND SEASONALLY
Work with Chef Lindsey Greenroad to learn techniques to use with local, seasonal ingredients: whether you are a beginner or experienced cook. Time has come to wake up from the cold and windy months of winter and rejoice in the fresh bounties of spring. We will focus on recipes highlighting the fresh, flavors found in the assortment.

ABC'S OF BBQ
Learn with Chef Catherine Medrano regional methods, styles of sauces, sources of heat, preferred cuts, and classic rubs for the Carolinas, Kansas City/St. Louis, Texas, and Hawaiian BBQ.

Course Number/Name	Days	Dates	Times	Campus	Tuition
2263 Tapas Espanolas	F	1/14/2022	6:00 pm-9:30 pm	GS	$199
2264 Modernist Cooking	F	2/4/2022	6:00 pm-9:30 pm	GS	$199
2268 Tea Time	S	2/12/2022	9:00 am-1:00 pm	GS	$199
2269 Tea Time	S	4/9/2022	9:00 am-1:00 pm	GS	$199
2258 Candy Making Made Easy	S	2/19/2022	9:00 am-1:00 pm	GS	$199
2259 International Sweet Treats	S	3/5/2022	9:00 am-1:00 pm	GS	$199
2265 Caribbean Cuisine	F	3/11/2022	6:00 pm-9:30 pm	GS	$199
2260 Easy As Pie	S	3/19/2022	9:00 am-1:00 pm	GS	$199
2261 Making Pate Choux	S	4/2/2022	9:00 am-1:00 pm	GS	$199
2266 Mexican Cuisine	F	4/8/2022	9:00 am-1:00 pm	GS	$199
2262 The Art of Parisian Macarons	S	4/16/2022	9:00 am-1:00 pm	GS	$199
2267 Cooking Locally and Seasonally	F	4/22/2022	3:00 pm-7:00 pm	GS	$215
3103 Cooking Locally and Seasonally	S	6/25/2022	3:00 pm-7:00 pm	GS	$215
3105 Mommy and Me Brunch	S	5/7/2022	9:00 am-1:00 pm	GS	$199
3104 ABC'S of BBQ	S,U	5/7-8/8/2022	2:00 pm-7:00 pm	GS	$325

CAKE DECORATING SERIES

SCHOLARSHIPS AVAILABLE. In this 12-week class you will learn how to make your cakes the centerpiece and the talk of your party. You will be taught by our professional cake design instructor in our high-end commercial kitchens at the International Culinary Institute of Myrtle Beach. In this program you will learn professional techniques of making frostings, proper crumb coating and frosting of cakes, piping borders, swags, piped flowers, basket weaving, fondant work, royal icing skills and how to make gum paste flowers. During this course you will complete a beautiful stacked 2 tier cake, and a carved 3D cake, and lots more. To help master your skills there will be some homework involved. Successful completion of this class counts as course credit in the curriculum BKP121 degree program.

Course Number/Name	Days	Dates	Times	Campus	Tuition
2184 Cake Decorating Series	MW	1/10 - 3/30/2022	6:00 pm-9:00 pm	GS	$3,200

Be sure to check our website for additional culinary classes: hgtc.edu/jobtraining.

PERSONAL INTEREST

AMERICAN SIGN LANGUAGE 1

ONLINE COURSE. American Sign Language will teach you how to sign basic phrases and complete sentences and how to put it all together, allowing you to introduce yourself and start a conversation. Along the way, you will learn signs for colors, numbers, locations, family, and the activities you like to do. Discover Sign Language II will teach you how build phrases and sentences with vocabulary learned in Discover Sign Language 1, as well as learning new vocabulary. You will practice phrases and sentences by recording your own signing and uploading it for the instructor and classmates to review. You will also continue to explore Deaf culture by learning about the history of Deaf culture in the United States and technological implications on the modern-day Deaf community.

AMERICAN SIGN LANGUAGE 2

ONLINE COURSE. Learn to build phrases and sentences with the vocabulary you used in Discover Sign Language 1, as well as some new vocabulary. You will practice phrases and sentences by recording your own signing and uploading them for review. Not only that, but you will also continue to explore the world of Deaf culture by learning more about the history of Deaf culture in the United States, famous Deaf individuals, and the impact of recent laws and technology on the modern-day Deaf community.

BEGINNER WRITER WORKSHOP

ONLINE COURSE. If you've always wanted to write but have no idea where to start, this course will demystify the process for you. You'll get a taste of the writing life, improve your writing skills, and develop new ways to stretch your creative muscles. This exciting, hands-on course for the creative writing novice is filled with challenging exercises, expert advice, and plenty of direct support and encouragement. As you work your way through the lessons, you'll develop your own short, creative fiction or nonfiction piece. Our emphasis in

this course is on developing your skills through practice, so you'll spend more time writing than reading. You'll master important concepts by completing enjoyable writing exercises and assignments, and you'll discover a variety of strategies and techniques the pros use to develop characters, create a compelling point of view, build interest through dialogue, and add meaning to your stories.

DISCOVER GENEALOGY

ONLINE COURSE. Tracing your family's history is a fascinating journey. Genealogy Basics will help you understand the genealogy research process and how to interpret the information you find. This course guides you through the search process for family names using several subscription-based websites, which you can access while enrolled in this class. You will learn through hands-on examples that help you dig deeper into your family's past. You will develop a strategy to accomplish your objectives, evaluate the results, and share that information with others. You will discover where to look, who to contact, and how to make your family history come alive!

EFFECTIVE EDITING

ONLINE COURSE. Ask any published writer and you will hear that a good editor is not just helpful, but essential. If you aspire to be an editor, this copyediting course will teach you the fundamentals of top-notch editing for both fiction and nonfiction. If you're already working as an editor, you will not only brush up on your skills, but will also learn about recent advances in your chosen profession. If you're a writer, you will learn essential self-editing tools to give your manuscripts the professional look that publishers like to see. From the language of editing to grammar, punctuation, and syntax to the all-important relationships between editor, author, and publisher, every facet of editing will be explored in this copyeditor course. Online editing is gaining popularity; its complexities will be unraveled, and its advantages and pitfalls explored. Can you make a living as an editor? Tips and resources for finding work will be addressed at length. When you finish with this course, you will feel confident enough to tackle even the most complex of manuscripts.

GRAMMAR REFRESHER

ONLINE COURSE. The key to effective writing and speaking is English grammar. Whether you are just now learning the basics of grammar or if you need a refresher, this course will help you develop the foundational skills you need. In this course, you'll explore the eight parts of speech, punctuation and mechanics, foundational sentence construction, and we'll even get into the details of phrases, clauses, problem words, common grammar mistakes, and much more! An instructor will guide you every step of the way as you learn grammar through hands-on, practical exercises. You'll also learn through short videos, examples, and even fun games. Take your writing and speaking to the next level of excellence!

PHOTOGRAPHY FUNDAMENTALS

Learn about the equipment and techniques for making digital photographs, cameras, meters, composition, and lighting factors and techniques are covered. No prior photography experience is assumed; however this course moves rapidly. A digital SLR camera is required.

PHOTOGRAPHY ADVANCED

Advance your photography skills with this class. Learn the common mistakes most photographers make and how to correct them; HDR Photography; Advanced Lighting Techniques; Shooting in Camera Raw.

PERSONAL INTEREST

Course Number/Name	Days	Dates	Times	Campus	Tuition
2124 American Sign Language 1		1/12 - 3/14/2022	Self-Paced	INT	$115
2125 American Sign Language 1		2/9 - 4/11/2022	Self-Paced	INT	$115
3037 American Sign Language 1		3/16 - 5/16/2022	Self-Paced	INT	$115
3038 American Sign Language 1		4/13 - 6/13/2022	Self-Paced	INT	$115
2126 American Sign Language 2		1/12 - 3/14/2022	Self-Paced	INT	$115
2127 American Sign Language 2		2/9 - 4/11/2022	Self-Paced	INT	$115
3039 American Sign Language 2		3/16 - 5/16/2022	Self-Paced	INT	$115
3040 American Sign Language 2		4/13 - 6/13/2022	Self-Paced	INT	$115
2128 Beginner Writer Workshop		1/12 - 3/14/2022	Self-Paced	INT	$115
2129 Beginner Writer Workshop		2/9 - 4/11/2022	Self-Paced	INT	$115
3041 Beginner Writer Workshop		3/16 - 5/16/2022	Self-Paced	INT	$115
3042 Beginner Writer Workshop		4/13 - 6/13/2022	Self-Paced	INT	$115
2130 Discover Genealogy		1/12 - 3/14/2022	Self-Paced	INT	$120
2131 Discover Genealogy		2/9 - 4/11/2022	Self-Paced	INT	$120
3043 Discover Genealogy		3/16 - 5/16/2022	Self-Paced	INT	$120
3044 Discover Genealogy		4/13 - 6/13/2022	Self-Paced	INT	$120
2132 Effective Editing Online		1/12 - 3/14/2022	Self-Paced	INT	$115
2133 Effective Editing Online		2/9 - 4/11/2022	Self-Paced	INT	$115
3045 Effective Editing Online		3/16 - 5/16/2022	Self-Paced	INT	$115
3046 Effective Editing Online		4/13 - 6/13/2022	Self-Paced	INT	$115
2241 Grammar Refresher		1/12 - 3/14/2022	Self-Paced	INT	$110
2242 Grammar Refresher		2/9 - 4/11/2022	Self-Paced	INT	$110
3100 Grammar Refresher		3/16 - 5/16/2022	Self-Paced	INT	$110
3101 Grammar Refresher		4/13 - 6/13/2022	Self-Paced	INT	$110
2046 Photography Fundamentals	W	2/9 - 4/13/2022	6:00 pm-9:00 pm	GS	$325
3012 Photography Advanced	W	4/27 - 5/18/2022	6:00 pm-9:00 pm	GS	$150

REAL ESTATE

All Real Estate classes must be registered for online at hgtc.edu/jobtraining.

PRELICENSING REAL ESTATE OPLO18001 Unit 1
This course is the first step for those who want a Provisional License to list, sell, purchase, exchange, lease, or dispose of real estate for others in the state of South Carolina. Topics to be discussed are real estate sales, real property law, agency, federal/state laws and regulations, pricing of real property, contracts, finance and mathematics. You do not need a sponsorship in mind (broker) to take the Pre-License class. Textbook included in tuition.

ADVANCED PRINCIPLES IN RE (POST LICENSE) Unit 2
The South Carolina Real Estate Commission now requires you take all 90 hours prior to receiving your license. You have to take Pre-License and Advanced Principles in Real Estate (formerly Post License). You will be able to take the state exam but will not receive the license until completing both units and passing both State Exams. The course consists of 5 modules in advanced real estate principles and practices. The 5 modules are: Agency and Property; Disclosure; Real Estate Contracts; Ethics in Real Estate; Measurements and Valuation; and Fair Housing. Textbook included in tuition.

BROKER A - BROKER MANAGEMENT – OPLO18005
Once you have had a real estate license for three years and show documentation of 150 classroom hours of instruction, you are eligible to take the Broker's exam to become a licensed Broker. This course covers short-and long-range planning; operation of a real estate brokerage; liability of broker for torts of agents; trust accounting; contracts; and ethics. Textbook included in tuition.

BROKER B-EXAM PREP – OPLO18003
Once you have had a real estate license for three years and show documentation of 150 classroom hours of instruction, you are eligible to take the Broker's exam. This course covers: real property law; agency, federal and state laws; regulations; pricing of real property; contracts; finance and math; and closing statements. Textbook included in tuition.

PROPERTY MANAGER IN CHARGE – OPLO182819
Trust Accounting for Property Managers-in-Charge is a seven-hour course designed to meet the additional educational requirement for licensed property managers aspiring to become property managers-in-charge. Current trust accounting laws and practices are presented in detail through a combination of lecture and discussion, interspersed with frequent hands-on activities. Topics also include: reviews of current licensing requirements, primary duties and responsibilities of property managers-in-charge; and both permitted and prohibited activities of unlicensed employees. Mastery of the material is measured through multiple assessments.

PROPERTY MANAGEMENT – OPLO18004
Thirty hours of education is required by the South Carolina Real Estate Commission to receive a Property Management License. Topics include laws affecting property management; rental agreements; tenant relations after leasing; and insurance. Textbook included in tuition.

BIC DUTIES/RESPONSIBILITIES MANDATORY CEE2791

In Section 40-57-135, the job description of the Broker-In-Charge is written within the South Carolina Real Estate Law. Duties, varying from, adequate supervision and compliance of the associated licensees, the language of the office policy, trust funds, and representation are included. The law can be tedious and vague in explanation. This BIC Duties and Responsibilities course will bring clarity and principled structure to the complicated language of the law. You will learn how to conduct sales meetings, handle trust funds, develop clarity of representation in your office policy, and understand how to adequately supervise by the course's end.

BIC DUTIES/RESPONSIBILITIES ELECTIVE CEE2918

In Section 40-57-135, the job description of the Broker-In-Charge is written within the South Carolina Real Estate Law. Duties, varying from, adequate supervision and compliance of the associated licensees, the language of the office policy, trust funds, and representation are included. The law can be tedious and vague in explanation. This BIC Duties and Responsibilities course will bring clarity and principled structure to the complicated language of the law. You will learn how to conduct sales meetings, handle trust funds, develop clarity of representation in your office policy, and understand how to adequately supervise by the course's end.

3 P's OF PROFESSIONALISM

This is a 4-hour course that meets the mandatory core requirements for continuing education in the 2018-2020 license renewal period. The 3 Ps of Professionalism: Principles, Practices and Pitfalls.

CONTRACTS VS AGENCY CEE2324

Clear, legally enforceable agreements are an essential component of the practice of real estate. Real estate licensees must be familiar with both contract law and agency law in order to protect their clients, their customers, and themselves, against errors, oversights, and misunderstandings. This course opens with a review of the elements required of valid and enforceable contracts and the numerous ways in which contracts may be classified. The often-misunderstood *offer and acceptance* process is then discussed in detail, followed by a presentation of the elements and the terms commonly associated with real estate contracts. Next, the text illustrates the characteristics of agency, along with the elements required of valid and enforceable agency agreements. Emphasis is placed on describing the important dissimilarities between agency agreements and contracts.

ETHICS CEE 2824

This 3-hour elective Professional Standards Ethics course provides both MCE credit and the required Ethics training by the National Association of REALTORS. Effective January 1, 2001, through December 31, 2004, and for successive four-year periods thereafter, REALTORS are required to complete quadrennial ethics training of not less than two hours and thirty minutes of instructional time." This course will cover legal and ethical training as well as violations and penalties of the Code of Ethics. The course will involve case studies and outcomes relating them to the Professional Standards of Practice. You will be involved in a mock hearing in order to fully understand the order of process when the Code of Ethics is violated.

PROPERTY MANAGEMENT FUNDAMENTALS CEE2336

Real estate brokers, and real estate salespersons working under the supervision of their brokers, are allowed to participate in property management activities. Many of these brokers and salespersons, however, have not had the opportunity to receive any additional property management training beyond the relatively short segment required in pre-license classes. The purpose of this fast-paced continuing education course is to provide an overview of the roles and responsibilities of property managers. While many facets of the property management profession and its applicable laws are discussed, this course is designed primarily for the currently licensed real estate broker or salesman who wishes to become more knowledgeable about residential property management.

WALK THROUGH THE LAW CEC 3401

The South Carolina Core: A Walk Through the Law course addresses topics ranging from how to research your most pressing license law-related questions to what happens if a complaint is made against you and investigated, along with a refresher on multiple topics in between. This four-hour course helps you comply with license laws, which also benefits consumers who are parties to a South Carolina real estate transaction. This course meets South Carolina's mandatory core course requirement.

REAL ESTATE

Course Number/Name	Days	Dates	Times	Campus	Tuition
2185 PreLicensing Real Estate	MTWR	1/3 - 1/13/2022	8:30 am-5:30 pm	INT	$475
2186 PreLicensing Real Estate	TR	1/11 - 3/1/2022	6:00 pm-9:00 pm	INT	$475
2193 PreLicensing Real Estate	US	1/15 - 2/6/2022	8:30 am-5:30 pm	INT	$475
2211 PreLicensing Real Estate	MTWR	2/1 - 2/14/2022	8:30 am-5:30 pm	INT	$475
2218 PreLicensing Real Estate	US	2/12 - 3/6/2022	8:30 am-5:30 pm	INT	$475
2221 PreLicensing Real Estate	TR	2/15 - 4/5/2022	6:00 pm-10:00 pm	INT	$475
2230 PreLicensing Real Estate	MTWR	2/28 - 3/10/2022	8:30 am-5:30 pm	INT	$475
2205 Advanced Principles in RE (PL)	MTWRF	1/24 - 1/28/2022	8:30 am-3:30 pm	INT	$299
2217 Advanced Principles in RE (PL)	US	2/12 - 2/26/2022	8:30 am-3:30 pm	INT	$299
2219 Advanced Principles in RE (PL)	MTWRF	2/14 - 2/18/2022	8:30 am-3:30 pm	INT	$299
2200 Broker A OPLO18005	MTWR	1/17 - 1/20/2022	8:30 am-5:30 pm	INT	$279
2220 Broker A OPLO18005	MW	2/14 - 3/9/2022	6:00 pm-10:00 pm	INT	$279
2194 Broker B OPLO18003	MTWRF	1/3 - 1/7/2022	8:30 am-3:00 pm	INT	$279
2207 Broker B OPLO18003	MTWR	1/24 - 1/27/2022	8:30 am-5:30 pm	INT	$279
2199 Prop Manager in Charge OPLO182819	R	1/13 - 1/13/2022	8:30 am-4:30 pm	INT	$105
2216 Prop Manager in Charge OPLO182819	W	2/9 - 2/9/2022	8:30 am-4:30 pm	INT	$105
2187 Property Management OPLO18004	MTWR	1/3 - 1/6/2022	8:30 am-5:30 pm	INT	$279
2201 Property Management OPLO18004	US	1/22 - 1/30/2022	8:30 am-5:30 pm	INT	$279
2206 Property Management OPLO18004	MW	1/24 - 2/16/2022	6:00 pm-10:00 pm	INT	$279
2225 Property Management OPLO18004	MW	2/21 - 3/16/2022	6:00 pm-10:00 pm	INT	$279
2229 Property Management OPLO18004	US	2/26 - 3/6/2022	8:30 am-5:30 pm	INT	$279
2197 BIC Duties/Responsibilities Mandatory CEE 2791	W	1/12 - 1/12/2022	8:30 am-12:30 pm	INT	$60
2213 BIC Duties/Responsibilities Mandatory CEE 2791	T	2/8 - 2/8/2022	6:00 pm-10:00 pm	INT	$60
2198 BIC Duties/Responsibilities Elective CEE 2918	W	1/12 - 1/12/2022	8:30 am-12:30 pm	INT	$60
2231 BIC Duties/Responsibilities Elective CEE 2918	T	2/8 - 2/8/2022	6:00 pm-10:00 pm	INT	$60
2195 3 Ps Professionalism CEC3040	T	1/11 - 1/11/2022	8:30 am-12:30 pm	INT	$60
2208 3 Ps Professionalism CEC3040	T	1/25 - 1/25/2022	6:00 pm-10:00 pm	INT	$60
2222 3 Ps Professionalism CEC3040	S	2/19 - 2/19/2022	8:30 am-12:30 pm	INT	$60
2196 Contracts vs Agency CEE 2324	T	1/11 - 1/11/2022	6:00 pm-10:00 pm	INT	$60
2202 Contracts vs Agency CEE 2324	S	1/22 - 1/22/2022	6:00 pm-10:00 pm	INT	$60
2215 Contracts vs Agency CEE 2324	W	2/9 - 2/9/2022	8:30 am-12:30 pm	INT	$60
2224 Contracts vs Agency CEE 2324	U	2/20 - 2/20/2022	8:30 am-12:30 pm	INT	$60
2204 Ethics CEE 2824	U	1/23 - 4/30/2022	8:30 am-12:30 pm	INT	$45
2209 Ethics CEE 2824	T	1/25 - 1/25/2022	8:30 am-12:30 pm	INT	$45
2223 Ethics CEE 2824	S	2/19 - 2/19/2022	6:00 pm-9:00 pm	INT	$45
2228 Ethics CEE 2824	W	2/23 - 2/23/2022	6:00 pm-10:00 pm	INT	$45
2210 Property Management Fundamentals CEE2336	W	1/26 - 1/26/2022	6:00 pm-10:00 pm	INT	$60
2210 Property Management Fundamentals CEE2336	W	1/26 - 1/26/2022	6:00 pm-10:00 pm	INT	$60
2227 Property Management Fundamentals CEE2336	W	2/23 - 2/23/2022	8:30 am-12:30 pm	INT	$60
2203 Walk Through the Law CEC 3401	S	1/22 - 1/22/2022	8:30 am-12:30 pm	INT	$60
2214 Walk Through the Law CEC 3401	T	2/8 - 2/8/2022	8:30 am-12:30 pm	INT	$60
2226 Walk Through the Law CEC 3401	T	2/22 - 2/22/2022	6:00 pm-10:00 pm	INT	$60

NOTES

REGISTRATION INFORMATION

FINANCIAL ASSISTANCE OPPORTUNITIES

Don't let the cost of education prevent you from achieving your goals! Finding education lending options for Continuing Education or Online Learning has never been easier! Contact: South Carolina Department of Employment & Workforce (WIA) 843-234-9675 or 843-546-8581.

HGTC FLEX PAYMENT

Students who are registering for a class with tuition not less than $300 or greater than $3,000 may apply for a flex payment plan. Student must pay a non-refundable $25 processing fee at time of flex plan agreement. To apply please call 843-477-2079.

CUSTOMIZED TRAINING PROGRAMS

Horry-Georgetown Technical College Workforce Development offers customized training programs and services in a variety of areas to local companies interested in updating the skills and abilities of their employees. By helping to bridge any technical skills gaps in your organization, we can help you maximize your employees' potential. We provide qualified instructors, at our training facility or at your site, as well as a customized curriculum to meet your needs. Call us at 843-477-2020 for more information.

Our training programs include:

- **Customer Service Skills:** courtesy and communication, identifying and exceeding customer needs and expectations, problem solving, people management, dealing with difficult customers, understanding the cost of losing a customer, and teaching supervisors to coach customer service
- **Team Building Skills:** featuring Culinary Team Building
- **Computer Software Skills:** Microsoft Word, Microsoft Excel, Microsoft Publisher, Microsoft Outlook
- **Trades Skills:** OSHA 10-hour, Lead Paint Certification/Recertification, Mechanical Maintenance, NCCER Training

Our comprehensive services include:

- Development of all curriculum and training materials.
- Flexible scheduling to ensure minimum disruption of your productivity.
- A needs assessment that provides customized solutions for your organization.

Registration is Easy! Sign Up Today!

Online: hgtc.edu/jobtraining   **By phone:** 843-477-2020
In person – at any of our campus admissions offices

GENERAL INFORMATION

1 Unless indicated, fees do not include textbooks or supplies.
   Call bookstore at 843-477-2089.
2 Minimum enrollment must be met – please register early!
3 Horry-Georgetown Technical College reserves the right to cancel classes.
4 No registration is complete until all fees have been paid.

Visit hgtc.edu/jobtraining for more courses.

HORRY
GEORGETOWN
TECHNICAL COLLEGE
WORKFORCE DEVELOPMENT

P.O. Box 261966
Conway, SC 29528-6066

24389 12.10.21

CERTIFIED CRANE OPERATOR COURSES

Crane Operators are in high demand. Get certified in three to four weeks!

For more information, see page 22, call 843-477-2020, or scan the code below.